



The City of
ESCALON
California



invites applications for the position of

FINANCE DIRECTOR

RECRUITING SERVICES PROVIDED BY



THE COMMUNITY

In California's Central Valley, Escalon is an attractive City of 7,472 persons in a productive agricultural area of San Joaquin County. Settled in 1852, the name Escalon translates to "Stepping Stone" and the history of the place is steeped in agriculture. The City is surrounded on all sides by scenic land and open spaces. It has been called the land of peaches, because of its incredible agricultural diversity.

Escalon continues to foster its goal of maintaining a vibrant and diversified community. Growth of a residential development is restricted to 75 new units per year. The City's mission statement of "Taking pride in our community through quality service" is apparent through the aggressive policies adopted to preserve a family atmosphere and high quality of life.

Escalon boasts a low crime rate, an award-winning school district, quality residential homes and a quaint, 1920's era downtown. The City is also surrounded on all sides by scenic agricultural land and open spaces.

Escalon is geographically located on Highway 120 between the San Francisco Bay area and the historic Mother Lode leading to Yosemite National Park; and just minutes from Stockton, Modesto, and Manteca, Escalon offers a central location with direct access to all modes of transportation.

CITY GOVERNMENT

The City of Escalon is a full service general law City with five Council members elected at large, with the Mayor appointed every two years. As elected officials, the City Council members represent the citizens of Escalon in the governing process and act on their behalf with regards to regional and local issues as well as State and Federal Legislation.

The City of Escalon has an adopted general fund operating budget for FY 2022/2023 of \$5,192,433 and a citywide budget of \$17,345,362. The City has 32 FTE positions and 20 part time employees. Operating departments within the City include Community Development, Public Works, Recreation and Community Services, Utilities, Engineering, Finance, Police, Human Resources, and Transit.



THE POSITION

The City of Escalon is seeking a self-starter with a progressive attitude who enjoys hands-on management and the uniqueness of a small town. The Finance Director will be responsible for all finance department activities including but not limited to the day-to-day processes, general accounting, auditing, budgeting, purchasing, payroll, human resources, utility billing, accounts receivable and collections.

The ideal candidate will have experience with supervising, adaptability, and an ability to effectively manage multiple priorities. The Finance Department is comprised of a dedicated staff of two full time Accounting Technicians and an Accountant.

QUALIFICATIONS

EXPERIENCE: Minimum of five (5) years of increasingly responsible experience in financial management, accounting or a related field, in the public sector, including administrative and supervisory responsibility. Experience working with Information Technology and Human Resources is highly desirable.

EDUCATION: Equivalent to graduation from an accredited college or university with a Bachelor's Degree with major course work in accounting, finance, human resources, or a closely related field.

DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed by the successful Finance Director:

- Show proven leadership and direction in the development and implementation of short and long range goals, objectives, policies and priorities; gather, interpret and prepare data for reports and recommendations; coordinate department activities with other departments and agencies as needed.
- Ensure compliance with City, State and Federal policies, procedures and regulations pertaining to fiscal management and grant programs.
- Manage, monitor and prepare service contracts for the City services and/or projects ensuring the maximum protection of the City.
- Prepare journal entries, periodic reconciliation of general ledger, preparation of the annual auditing and bank reconciliation.
- Oversee and monitor fixed assets inventory and maintain accurate fixed assets records and provide statistics for capital and operating budgets.
- Oversee the management of the City's information technology contract and serve as functional lead of financial systems.
- Oversee the Human Resource activities such as; recruitment, orientation for new employees, administration of adopted health, retirement, and employee incentive programs. Interpret and apply personnel management laws, rules, regulations, policies and guidelines.
- Prepare and present reports to the City Council and other legislative boards relative to areas of responsibility.
- Deal effectively with staff, the public, City Council and co-workers in defining problems and finding solutions for difficult and sensitive inquiries and complaints.
- Prepare the annual budget; compile department requests and summaries for evaluation; submit recommendations; monitor expenditures; recommend adjustments as appropriate.
- Plan, organize and manage workload and staff assignments. Train, motivate and elevate assigned staff. Review progress and direct changes as needed.
- Conduct research, develop and administer recommendations on departmental work methods, operation policy and procedures, programs, and services.
- Attend meetings conducted after the close of normal business hours.
- Obtain and maintain a valid California Drivers License



IDEAL CANDIDATE

The ideal candidate for the Finance Director position is a professional with the highest level of integrity, outstanding judgment, leadership and accountability skills. The Finance Director will be collaborative, inclusive, tech savvy, committed to exceptional customer service, and able to motivate and maximize the skills of staff. The ideal candidate will also need to be energetic, self-confident, and have an open, approachable management style.

The candidate will possess strength of character and depth of knowledge to inspire and lead the Finance Department's talented, dedicated staff. The candidate will be a key member of the Executive Management Team, provide financial advice to the City Manager and City Council, maintain fiscal stability and transparency, administer the payroll, and safeguard the assets of the City.

The City is looking for someone with a wealth of experience in accounting, who has the willingness to bring a hands-on approach to the department. Experience working with financial systems and reporting, government accounting standards, human resources policies and practices, landscape maintenance funding, and comprehensive fee studies is highly desired.

Come be a part of the family and see what makes Escalon a nice place to live and work!

APPLICATION AND SELECTION PROCESS

First Review Date | August 31, 2022

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume electronically to: apply@bobhallandassociates.com.



Please contact Bob Hall at (714) 309-9104 should you have any questions regarding this position or the recruitment process.

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include phone interviews with the most qualified candidates, panel interviews, and final interviews with the City Manager. Appointment is subject to completion of a thorough background and reference checks, and pre-employment medical exam.

BENEFITS

As a member of Management (exempt), the Finance Director is offered a wide range of benefits, which include:

Salary: Range \$106,217 - \$129,107 D.O.Q. (Subject to Negotiation)

Retirement: CalPERS Retirement for "Classic members": (2%@60) Employee pays employee portion of 7%. "New Members": (2%@62) Employee pays employee portion of 6.25%. The City also participates in Social Security. Deferred Compensation: 457 Deferred Compensation Plan voluntary employee contribution.

Health Insurance: City participates in a High Deductible Health Plan with a Health Savings Account (HSA) through Sutter Health, Anthem and Kaiser Permanente. The City currently pays 100% of premium for employee and dependents. HSA account provided with 50% to 95% of deductible contributed by City not to exceed \$1,850 per month. Dental, Vision and Chiropractic Plan - City pays 100% of premium for employee & dependents.

Life Insurance: City paid \$100,000 policy.

Vacation/Administrative Leave: Ten (10) days of vacation and Ninety (90) hours of administrative leave.

Sick Leave: Twelve (12) days per year.

Holidays: Eleven (11) observed holidays & Three (3) floating holidays per year.

Work Schedule: Most employees work on a flexible 9/80 schedule.

